

# Retention and Classification Report

**Agency:** District Court (Fifth District : Iron County) (1690)  
40 North 100 East  
Cedar City, UT 84720  
435-586-4801

## Records Officer

17478	Administrator's, executor's and guardian's record book
18195	Civil case files
18219	Criminal case files
17475	Estate settlement record book
83755	Inheritance tax liens registers
21877	Land claim register
26645	Probate case files

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 17478

3

**TITLE:** Administrator's, executor's and guardian's record book

**DATES:** 1886-1899

**ARRANGEMENT:**

**DESCRIPTION:**

Record book with three sections of preprinted forms. One section for administrators showing appointment of administrators, appointment of appraisers, time for hearing petition, etc. One section for executors showing proof of will, admission of will, probate of will, etc. One section for guardians showing oaths, appointment, etc. Probably a category of probate record books.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 18195

3

**TITLE:** Civil case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files from the Fifth District Court in Iron County document the legal process and the administration of justice in conjunction with a civil proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Included are all cases which cannot legally be called "criminal cases." Records and documents pertaining to a particular action are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. Collectively they constitute the case file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1896 through 1955. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: For records beginning in 1956 and continuing to the present. Retain in Office permanently or until microfilmed.

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 18195

**TITLE:** Civil case files

(continued)

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 18219

3

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Case files are made up of the various documents filed with the Fifth District Court in Iron County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

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Microfilm duplicate: Retain in Regional Repository permanently.

Paper: For records beginning in 1955 and continuing to the present. Retain in Office permanently or until microfilmed.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 18219

**TITLE:** Criminal case files

(continued)

private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 17475

3

**TITLE:** Estate settlement record book

**DATES:** 1889-1900

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Pre-printed forms regarding estate settlement (12 June 1889-14 April 1900) and property sales (8 June 1889-9 January 1900). Begun in the Iron County Probate Court and continued under the 5th District Court for Iron County.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 83755

4

**TITLE:** Inheritance tax liens registers

**DATES:** i 1917-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The district court clerk registers the estate settlements showing the heirs, devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes. Appraisal of property is included and the executor or administrator is named. If any real estate was subject to lien the lien was also registered.

**RETENTION:**

Retain Archvies custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.



**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 21877

3

**TITLE:** Land claim register

**DATES:** 1910-1911

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Land claims for the city of Modena.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently after microfilming.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

These are historical records from 1910-1911 for the city of Modena, UT.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 26645

3

**TITLE:** Probate case files

**DATES:** 1895-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Case files involving the estates of deceased persons and the guardianship of minors and the incompetent. Adoptions, incorporations or dissolutions (turn of the century) and name changes might also appear.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Regional Repository permanently.

Paper: For records beginning in 1956 and continuing to the present. Retain in Office permanently or until microfilmed.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

**AGENCY:** District Court (Fifth District : Iron County)

**SERIES:** 26645

**TITLE:** Probate case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally